To: Colchester Board of Education

From: Matthew Peel, Principal, Bacon Academy

Re: Disposal of old science textbooks

Date: June 21st, 2021

This memo is a request for approval to dispose of many old science textbooks that are more than 20 years old, are no longer being used, and are taking up valuable space in the bookroom at Bacon Academy.

The list of textbooks (and amounts of each) include:

- Physical Science (131 copies)
- Conceptual Physics (73 copies)
- Biology (26 copies)
- Marine Life (24 copies)
- Oceans (26 copies)
- Chemistry (50 copies)
- Modern Biology (17 copies)

Thank you for allowing us to dispose of these antiquated texts, which will free up space for more modern instructional supplies.